

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 148
AUGUST 3, 2016 – WORK SESSION**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, August 3, 2016, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair** **Staff: Pam Dill**
 Jill Johnson, Member
 Helen Price Johnson, Member

Staff Present: Bill Oakes, Director, Eric Brooks, DEM, Connie Bowers, Steve Marx

Others Present: Elaine Marlow, Budget Director, Larry Van Horn

Record @ 00:05

Emergency Management

Subject/Description: HMEP E16-211

Attachment: Memorandum dated 7/22/16 from Eric Brooks, Deputy Director DEM, to BOCC

Action Requested: Approval of FFY-15 US Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) and Hazardous Materials Emergency Preparedness grant agreement for \$8000.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Roads

Subject/Description: Revisions to Right-of-Way Acquisition Services and Budget Transfer

Attachment: Memorandum dated 7/22/2016 from Spencer Keane, Traffic Engineer, to BOCC

Action Requested: Approval to proceed with consultant contract supplement for Crescent Harbor Road/Regatta Drive Intersection Improvement project; United Field Services, Inc.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Add-on

Subject/Description: Island County Transportation Priorities

Attachments: yes

Information: Bill reviewed with the Board the projects submitted.

- Freeland Complete Streets - \$11, 000,000
- Clinton to Langley Road Trail - \$3,500,000
- Clinton Non-Motorized Improvements - \$1,000,000
- Arrowhead Road Safety Improvements - \$8,760,000
- SR 20/Banta Road Intersection Improvement - \$2,500,000
- SR 20/Oak Harbor Mobility Improvements - \$30,000,000
- SR 20/Race Road to Morris Road – Safety Improvements - \$8,000,000
- New County Road: Race Road to Houston Road Connector - \$9,000,000
- SR 525/Bush Point-Honeymoon Bay Intersection Improvement – Range of \$3,200,000 to \$6,400,000

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 149
AUGUST 3, 2016 – WORK SESSION**

- Pavement Preservation Program 2016

Subject/Description: DNR - Chip Seal MOU

Attachment: none

Information: DNR has raised an issue with regard to destruction of a survey monument when performing a chip seal road project. The county places a pie plate over the metal case and removes it when the chip sealing is complete. DNR's strict interpretation of their rules is that is destroying the survey monument because it is inaccessible for a short period of time.

To avoid individual monument documentation the county will need to enter into an MOU with DNR by August 12th agreeing to send a list of the roads that are expected to be chip sealed each year, with the agreement that the survey monument would be protected and made available when the project is completed. The county currently sends the same list to the CRAB.

Public Works

Subject/Description: 2017-2022 Island County TIP

Attachment: Memorandum dated 7/21/16 from Connie Bowers, Assistant County Engineer, to BOCC; 6 Year Transportation Improvement Program

Action Requested: Larry Van Horn, Facilities Manager, discussed changes to the Facilities Management CIP 2017-2022 projects reviewed at the July 20, 2016 work session.

- CC-4100 Security/keyless entry – move from 2020 to 2018
- LJ-1500 Security Glass & Door – move project out into the future

Bill Oakes reviewed the 2017-2022 Solid Waste CIP and Equipment Replacement; Parks CIP 2017-2022; Clean Water Utility Projects: 2017-2022; list of projects proposed for the 2017 Six-Year Transportation Improvement Program (TIP).

Follow up: Forward to August 17, 2016 work session for Board approval.

Subject/Description: 2017-2022 Island County CIP

Attachment: Memorandum dated 8/3/16 from Public Works to BOCC

Action Requested: Bill Oakes presented the proposed schedule of capital expenditures for the six years 2017-2022. He noted that a line item has been designated in the CIP for the Freeland Sewer and assigned to Rural County Economic Development Funds.

Follow up: Forward to August 17, 2016 work session for Board approval.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, August 3, 2016 at 10:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 150
AUGUST 3, 2016 – WORK SESSION**

Others Present: Elaine Marlow, Budget Director, Bill Oakes, Greg Banks, Joanne Pelant

Record @ 01:37:57

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Public Works

- Solid Waste Attendant 1, replacement, R-7, #0216-067
Commissioner Johnson moved to approve Job Requisition #0216-067. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Prosecuting Attorney

- DA, replacement, TM 14, #2016-068 leave pay out
Commissioner Price Johnson moved to approve Job Requisition #0216-068 with amended language regarding leave payout contingency fund. The motion was seconded by Commissioner Johnson and carried unanimously.

Human Services

- School Based Care Coordinator, New, C-10, #2016-069
Commissioner Price Johnson moved to approve Job Requisition #0216-069. The motion was seconded by Commissioner Johnson and carried unanimously.

School Based Mental Health Coordinator, replacement & increase in FTE, C-11, #2016-070
Commissioner Johnson moved to approve Job Requisition #0216-070. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Subject/Description: Onsite Lean Training – Problem Solving the Washington Way
(cont. from 7/20/16 work session)

Attachment: none

Discussion: Melanie brought the discussion to the July 26th roundtable. She will schedule the training for the end of October and invite all employees. Funding for the training will be shared by departments, with excess training capacity in their budget, and Commissioners contingency fund.

Current Use Planning & Community Development

Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, August 3, 2016 at 10:55 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Hiller West, Current Use Planning & Community Development Director

Others Present: Elaine Marlow, Budget Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 151
AUGUST 3, 2016 – WORK SESSION**

Record @ 01:50:30

Subject/Description: Schedule update for the proposed Phase II amendments to Title 16 & 17 of ICC (cont from 6/15/16)

Attachment: Memorandum dated 7/28/16 from Hiller West, Director to BOCC

Information: The Planning Commissioner held their final workshop on the proposed amendments at their July 25 meeting and scheduled a public hearing for August 22, 2016. Following the public hearing the Planning Commission will move towards a decision regarding the proposed amendments and request findings and conclusions for adoption in September and a recommendation to the Board in late September or early October.

**Long Range Planning
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, August 3, 2016 at 11:06 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair **Staff:** Pam Dill
Jill Johnson, Member
Helen Price Johnson, Member

Staff Present: Keith Higman, Interim Director of Long Range Planning, Beverly Mesa-Zendt, Beckye Frey

Others Present: Elaine Marlow, Budget Director

Record @ 02:02:30

Subject/Description: July Open Houses

Attachment: none

Information: Beckye Frey provided a brief overview of the four July open house events. Staff will summarize the data produced from those meetings and provide to the Board.

Subject/Description: Disposition of the implementation section of the Island County Comprehensive Plan

Attachment: Introduction Section

Information: Beverly Mesa-Zendt noted that after conferring with legal counsel staff integrated the implementation strategies into the introduction section, removing the benchmark monitoring section that contained an extensive amount of data collection and recording requirements. Specific implementation strategies are located within the Goals & Policies section of each chapter.

**Human Services
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, August 3, 2016, at 11:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair **Staff:** Pam Dill
Jill Johnson, Member

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 152
AUGUST 3, 2016 – WORK SESSION**

Helen Price Johnson, Member

Staff Present: Jackie Henderson, Director, Lynda Richards, Jaime Montoya

Others Present: Elaine Marlow, Budget Director

Record @ 02:28:06

Subject/Description: Contract Amendment with Big Brothers/Big Sisters of Island County

Attachment: Contract Amendment HS-19-16

Action Requested: Approval of Contract Amendment between Island County Human Services Department and Big Brothers/Big Sisters of Island County; adds \$20,899.00 to the contract and extends by one year; 7/1/16-6/30/17.

Follow up: Okay with full Board to move forward to a Tuesday regular agenda.

Subject/Description: Contract Amendment with Service Alternatives, Inc.

Attachment: Contract Amendment HS-25-15

Action Requested: Approval of contract amendment between Island County Human Services Department and Service Alternatives, Inc.; adds \$375,000.00 to the contract and extends contract by one year; 7/1/16-6/30/17

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Subject/Description: Contract Amendment with Sherwood Community Services

Attachment: Contract Amendment HS-28-15

Action Requested: Approval of contract amendment between Island County Human Services Department and Sherwood Community Services; adds \$80,000.00 (\$44,220 is allocated to the School to Work program and \$35,780 is allocated to Individual Employment and Community Access Programs); extends contract by one year 7/1/16-6/30/17

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Subject/Description: Contract Amendment with Washington Vocational Services

Attachment: Contract amendment HS-26-15

Action Requested: Approval of contract amendment between Island County Human Services Department and Washington Vocational Services; adds \$112,000.00 (\$44,420 is allocated to School to Work programs and \$67,580 is allocated to Individual Employment and Community Access programs; extends contract by one year 7/1/16-6/30/17.

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Subject/Description: School Based Mental Health Program

Attachment: none

Information: Steve King, Assistant Superintendent, Oak Harbor School District and Jackie met with the North Sound BHO to come up with funding to provide more assistance to the Oak Harbor School District. Jackie is hopeful they will have additional people by October.

**Island County Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, August 3, 2016, at 12:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 153
AUGUST 3, 2016 – WORK SESSION**

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Present: Wanda Grone, Treasurer

Others Present: Elaine Marlow, Budget Director

Record @ 03:01:50

Subject/Description: Treasurer's Annual Designation of Financial Institutions Qualifying as Public Depositories for Island County

Attachment: resolution

Action Requested: Approval of resolution in the matter of the Treasurer's Annual Designation of Financial Institutions Qualifying as Public Depositories for Island County.

Follow up: Okay with full Board to move resolution forward to a Tuesday agenda.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, August 3, 2016, at TIME p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Jill Wood, Kathleen Parvin

Others Present: Elaine Marlow, Budget Director

Record @ 03:03:35

Add-on

Subject/Description: Contract Agreement for Services

Attachment: Agreement No. HD-09-2016

Action Requested: Approval of contract with United General District No. 304 to continue youth prevention activities in Island County and enhance community participation in youth tobacco prevention and control. Contract No. HD-09-2016; Amount: \$3,500 (not to exceed)

Follow up: Okay with full Board to move forward to a consent agenda.

Environmental Health

Subject/Description: Amendment No. 1 to Professional Services Agreement

Attachment: Amendment #1

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 154
AUGUST 3, 2016 – WORK SESSION**

Action Requested: Approval of contract Amendment No. 1 with Automatic Funds Transfer Services (AFTS), Inc. for an extension only to the contract termination date from August 31, 2016 to August 31, 2021. As a qualified contract management services company, AFTS will continue to provide loan payment processing services for the Water Quality Assistance (Septic Loans) Program. Contract No. HD-13-2015; Amount: No change

Follow up: Okay with full Board to move forward to a consent agenda.

Subject/Description: **Regional – Septic Loan Program**

Attachment: none

Discussion: Jill Wood and Kathleen Parvin discussed with the Board transitioning to a regional loan program with Craft3. Twelve counties in Washington currently participate.

Follow up: A representative from Craft3 will be making a presentation to the Board at the August 17, 2016 work session

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, August 3, 2016, at 1:35 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair**
Jill Johnson, Member
Helen Price Johnson, Member

Staff: **Pam Dill**

Staff Present: **Elaine Marlow, Budget Director**

Record @ 03:41:52

Subject/Description: **Board of Equalization – Statutory Permission to hear 2016 cases**

Attachment: Memo dated 7/20/16 from Don Mason, Clerk, BOE to Elaine Marlow, Director, GSA

Action Requested: Approval to hear property tax appeals. The Island County Board of Equalization requests approval to convene after the 28th day of the 2016 regular session. The requirements for convening were satisfied because over 140 appeals have been filed which exceeds the threshold under RCW 84.48.010.

Follow up: Okay with full Board.

Subject/Description: **Rural County Sales Taxes – Recommendations by Council of Governments**

Attachments: yes

Discussion: The Board discussed the following awards and provided comments.

- **Port District of South Whidbey Island \$100,000**
Fairgrounds Advisory Committee established by March 31, 2017
Term: April 1, 2016 through March 31, 2017
- **Freeland Water & Sewer District \$2,700,000**
Release of funds only at such time as all remaining funds needed to complete the Project have been secured, and necessary permitting and agency approvals have been obtained.
Change the deadline for meeting this requirement from June 30, 2018 to December 31, 2017.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 155
AUGUST 3, 2016 – WORK SESSION**

No substantive decrease in level of service from level of service proposed in application.

- **City of Oak Harbor: Oak Harbor Clean Water Facility Project \$1,000,000**
- **Port District of Coupeville: Coupeville Wharf Building Fire Suppression Components Replacement Project \$25,000**
- **City of Langley: Creating Attractive Infrastructure (Grow Langley) \$137,205**
Project may be better suited for 2% Lodging Tax Hotel/Motel tourism funds. Table conversation until Elaine has a chance to meet with Commissioner Hannold, Commissioner Johnson and the Langley Mayor.

Commissioner Price Johnson left the meeting at 2:16 p.m.

Subject/Description: Amendment 2016 Budget

Attachments:

Information: Elaine distributed the budget amendment for the Board to review prior to the August 10, 2016 work session.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, August 3, 2016 at 2:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Richard M. Hannold, Chair** **Staff: Pam Dill**
 Jill Johnson, Member
 Helen Price Johnson, Member – Excused

Others Present: Elaine Marlow, Budget Director

Subject/Description: Appointment to the Noxious Weed Control Board, Position #1 & 5

Attachments: yes

Action Requested: The Board considered appointment/reappointment to the Noxious Weed Control Board, Position #1 & #5.

Follow up: Okay with Board to move forward to a Tuesday agenda.

Subject/Description: Appointment to the Northwest Workforce Development Council, Position #3

Attachment: yes

Action Requested: The Board considered appointment/reappointment to the Northwest Workforce Development Council, Position #3.

Follow up: Okay with Board to move forward to a Tuesday agenda.

Subject/Description: Monthly Financial Reports discussion

Attachments: none

Discussion: Elaine Marlow, Budget Director, will provide monthly financial reports to the Board and Wanda Grone, Treasurer, will provide her reports under the Treasurer's agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 156
AUGUST 3, 2016 – WORK SESSION**

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Richard M. Hannold, Member

Jill Johnson, Member

Helen Price Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board